

**FY 2006
National Park Service
Challenge Cost-Share Program (CCSP)
National Trails System – Santa Fe**

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Guidelines and Procedures (Rev. 11/08/05)

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Attachment: Project Proposal and Budget Forms

General Information

What is Challenge Cost-Share?

Challenge Cost-Share (CCSP) is a program for funding joint projects that further the National Historic Trail programs and the partner's programs. These are projects that the National Park Service and a partner will undertake together. In most cases, there will be significant involvement of the National Trails System – Santa Fe staff in the planning and execution of the project. In some cases, such as an archeological investigation, we may be involved primarily in developing and/or reviewing plans, with less active involvement in the execution of the project.

Challenge Cost-Share is not a grant!

NPS Share Limit

Projects should be relatively small. The NPS share of any one CCSP project cannot exceed \$30,000. We can fund part of a project one year and another part the next year, and so forth, but the combined total still cannot exceed the \$30,000 limit.

Due Date

Anyone interested in a projects for Fiscal Year 2006 should contact the National Trails System – Santa fe first. The deadline for project proposals is February 15, 2006. We may be able extend that date a little, if we have been actively involved in discussions and planning for a project with a partner.

Don't forget the due date: February 15, 2006

Save time. Call and discuss the project with us before you fill out the application.

Types of Projects

Background

The following examples illustrate the kinds of projects that may be funded. A project need not necessarily fit any of these categories, which are intended only to present the broad range of project types that may be funded.

National historic trail projects are eligible if they are in support of trail goals and objectives. Site specific projects will generally be approved only for certified national historic trail sites. Projects for sites for which certification has been requested and is in progress, and projects that are regional or trail-wide will also be considered.

Cultural Resource Projects are those that preserve, study, use, manage, or interpret recognized cultural resources, within park boundaries or along national trails. This would include historical research projects, historic preservation, archeology, and so forth.

Examples of projects: Painting a historic house; using remote sensing to find buried remnants of the Santa Fe Trail; archeological investigations of trail sites; research to determine the routes of the trail more accurately; land trust efforts to work with landowners for donation of conservation easements.

Natural Resource/Science Projects deal with science and technology, including the natural, physical and social sciences; scientific information; scientific equipment; inventorying, monitoring and the

restoration, preservation or interpretation of recognized natural resources: mapping and Geographic Information Systems (GIS).

Examples of projects: Planting native vegetation at a trail site; prescribed fire to restore native prairie grasses at a trail site; development of a computerized Geographical Information System database for the trail.

Recreation and Interpretation Projects provide for the enhanced use of recreational activities by the visiting public, including development of better access to resources, providing accurate information about the availability and character of trail related recreational activities, and providing new or enhanced trail related recreational opportunities to the visiting public.

Examples of some past projects: Developing museum exhibits; construction of a wheelchair accessible walking trail leading to an interpretive exhibit at a historic site; developing wayside exhibit(s) at a trail historic site; developing an interpretive and site plan for trail site.

If you have an idea for a project, please call first. We can help you develop the proposal. Contact John Conoboy, Chief of Interpretation and Resource Management, at 505-988-6733.

Project Selection

Eligibility

Our first step is to see if a proposal is eligible for funding. There are four criteria we will apply. If we develop the proposal with you, we will ensure these criteria are met.

Focus: The CCSP project involves the management, operation, or maintenance of a national historic trail administered by the National Trails System – Santa Fe. National historic trail projects must be in accordance with certification or other agreements, and national historic trail policies and procedures.

Need: The project addresses a need identified in, and consistent with, an approved planning document. The more critical the need, the higher priority the project would receive. The planning document should be identified in question 6 on the proposal form. For trail projects this would generally be the Comprehensive Management and Use Plan for the trail.

Equal or Greater Non-Federal Contribution: The non-federal partner(s) must contribute at least 50% of project costs. See the section on Project Costs on page 5)

The contribution may be cash or non-cash. If you have an idea, even if you don't think you have matching funding, please contact us. We can discuss with you various items that can counted as in-kind services. We can also talk with you about the potential for finding other cash funding from grants, donations, or other sources. The funds do not have to be in-place to develop the proposal, but the project probably cannot be selected (see below) until the match is reasonably certain.

Legal requirements: The proposal must be consistent with federal, state, and local laws and regulations. For example, the National Park Service cannot provide funding for lobbying Congress.

Complete Proposal: This consists of a Proposal form, a **signed** Detailed Budget, and any supporting information needed.

Selection

Our next step would be to prioritize projects using the following criteria. Because there is limited funding, not every worthy project can be funded in a given year. Eligible projects not funded in a given year will be given higher priority for the next years funding.

Merit: The project has technical merit evidenced by clear objectives, tasks, and activities, with a reasonable schedule of beginning and ending dates, and an approach that includes appropriate expertise available to assure applicable standards are applied and met.

Stronger Partnerships: All parties involved in the project benefits from its completion, with such work potentially strengthening a cooperative relationship between NPS and the partner(s).

Tangible Results: The project will produce tangible, preferably measurable, results or product(s).

Cost-Effective: The project budget shows efficient use of funds, materials, and services to accomplish proposed objectives within the project period.

NPS Staff Time and Funding: Challenge Cost-Share Projects require NPS staff to spend time working with the partner. For some projects this is a small amount of time. For others, such as exhibit projects, it requires a great deal of time. Most projects will require us to travel to the project site for planning and to provide technical assistance. With limited funding and staff, we sometimes may not be able to take on new projects and will have to defer them to a later time.

Other Considerations: There should be evidence that the project is within your and our capabilities. Matching funds should be in place. We generally cannot fund a project in the hope that the funds might be forthcoming in the future. We also have to look into the future. For example, if a trail is built, the partner must have the ability to maintain that trail in the future. The consequences of not doing a project would also be considered. For example, if matching funds would be lost if the project is not done right away, then it would probably be given a higher priority. There may be additional issues based on particular project types or purpose. For example, we would not want to do an expensive exhibit project at a site that is only open to the public once a year.

Project Costs and the Value of Donated

Services, Equipment, and Other Items

Background

There are specific rules, based on federal law, set forth by the federal government Office of Management and Budget (OMB) that tell us what can and cannot be legally considered as a cost in a Federal purchase or cost-share agreement and how to properly establish values for donated supplies, equipment, and services. These are written down in a series of documents called OMB circulars.

The best way to know if a cost is allowable, and for how much, is to ask us. We frequently find that our partners underestimate their potential matching costs because they don't include something that is allowable, or value it at less than the cost that would be permitted.

The Department of the Interior also has regulations in Part 12 of Title 43 of the Code of Federal Regulations, and the National Park Service has an internal guidelines, which gives further information. The National Trails System – Santa Fe staff can provide information about these circulars and other documents and their requirements. We may not know all the answers, but we do know who we can ask. The following are important basic elements:

Regulations

There are five OMB circulars that have information that applies to cost-share and cooperative agreement projects. You can't assume that the rules are the same for all. In some cases, something that is allowable for a university, for example, may not be allowable for a city government or private organization.

- A-21 -- for educational institutions.
- A-87 -- for governments;
- A-102 -- for governments and Indian tribes
- A-110 -- for universities or non-profits
- A-122 -- for non-profit organizations;

You can find information about these circulars on the internet at www.whitehouse.gov/OMB/grants. Don't be discouraged if you find these documents to be heavily bureaucratic. We can help you make sense of it all.

Matching Funds

Partner matching share may be in cash or in-kind (i.e., non-cash) for goods, volunteer labor or services, equipment, or other necessary items that would have had to be purchased to carry out the project if they were not donated. For example:

Donated supplies or loaned equipment: Donated supplies, are valued at the retail market price. A donated piece of equipment, such as a backhoe, is valued at what it would cost to rent that equipment.

Volunteer services: Donated services are valued at the rate for "similar work." That is:

1. If a partner agency, organization, or institution has paid employees, then the value of in-kind services provided by the employees would be based on their regular pay rate.
2. If organizations other than the partner provides, the services of an employee at no cost, these services are valued at the employee's regular rate of pay, as long as the services are in the same line of work for which the employee normally is paid. If the services are in a different line of work, then the rules for volunteer work apply.
3. Volunteer services are based on what someone would be paid to do the work in the geographical area in which the work is being done. For example, if you had to pay a carpenter \$20 per hour but a volunteer does the carpentry job, then the value of the volunteer's time would be calculated using a rate of \$20 per hour. For early planning estimates, you can use \$15.39, which is a national average value of one hour of volunteer time.

Fund source: For National Park Service Challenge Cost-Share projects, Federal funds cannot match Federal funds. To be counted as matching CCSP cost-share, the contribution may come from any non-federal government agency, tribe, private individual, organization, philanthropic or charitable group, or private business. Funds provided directly from Federal sources or Federal agencies are not eligible to be counted as matching share or cost-sharing, but these contributions may be separately listed to the extent those contributions contribute to the project (see the sample Detailed Budget).

In a few cases, money that originally came from the Federal government can be counted as matching funds, if these funds are considered to have lost their "Federal character." This usually occurs by that program's legislative wording stating that its Federal funds may be considered non-federal funds able to match other Federal money. For example, Community Development Block Grant funds are Federal money stated in law to have lost its Federal character upon receipt by a local government. Also, in some cases, a State agency may show that the Federal funds reimbursed prior expenditures, and thus the proposed CCSP match has come from the State's General Funds account.

In sum: A partner organization that receives, or an individual who is paid by, Federal non-CCSP funds may be a project partner and listed in the project budget, but the contribution cannot be claimed as matching share.

Prohibited Uses

Generally, CCSP money shall not be used to fund "regular" National Park Service operational activity. This includes routine maintenance or other normally budgeted operational activity. The following also cannot be charged to a CCSP project: Salaries or wages or day labor of National Park Service staff, including supervisory costs; NPS travel unless part of the project work plan; computer equipment purchase unless justified in the proposal; and day-to-day operating costs for trail sites or segments. The latter is specifically forbidden by the National Trails System Act.

Record Keeping

If the NPS does not transfer the funds to the partner then the NPS will keep track of the federal portion of the project. It is the partner responsibility to track and keep records of all expenditures it makes of federal and non-federal money and all in-kind services and donations. For example, if you claim 100 hours of volunteer time was spent on a project, you should have a record of who the volunteers were, when they worked, and what they did. If you purchase supplies or rent equipment, you should have a receipt. If a local firm donates supplies to you, have them provide you with a letter documenting the retail value of the material. Other costs should have appropriate documentation. If you do not have such records and there is an audit of the Challenge Cost-Share Program, you could be liable for any costs that you can't document.

Important reminder: Keep good records. You will need them when the project is done

Credit and Visibility

There will be a clause in the scope of work for the cooperative agreement or purchase order in which the partner assures that NPS support will be identified as such in publications, film, signs, and other materials produced for the project.

If a partner disseminates the findings or project products developed from the project in professional journals, books, film, video tape or conferences, a copy of all such materials should be sent to the NPS as these become available, even if they appear after completion of project work.

In a very few cases, we may ask you to include a disclaimer on such publications, films, etc. such as:

"This [research][project] was supported by the National Park Service. Points of view are those of the author(s) and do not necessarily represent the position of the Department of the Interior."

However, because most CCSP projects are cooperative ventures, we will all be in agreement with the final product.

Copyrights

In some cases, a project may result in the production of material that can be subject to copyright protection. There will be a clause in any cooperative agreement or purchase order scope of work regarding copyrights on CCSP funded materials. At a minimum, the National Park Service will reserve rights to use all materials, data, and so forth for any official national historic trail purpose and to provide those materials to others to use for the benefit of the national historic trail.

Project Proposal

Background

The Challenge Cost-Share Program proposal is not difficult. It consists of a two item "package" and any required supporting material. Further guidance on filling out the proposal form is provided in a later section.

Proposal Form: Attachment A includes instructions and the proposal form. You can attach supporting materials if needed and you may need more space for explanations and descriptions than the form provides. We can provide you with a hard copy of the forms or a copy in Microsoft Word 97.

Detailed Budget: The budget is one of the most important parts of the proposal. Attachment B includes instructions for completing the detailed budget. This is usually only one or two pages and details the calculations and cost assumptions for estimated project costs. This detail is needed so that reviewers can clearly relate proposed costs to the planned work, verify costs according to the OMB Circulars, and verify reasonableness based on the calculations. This detailed budget will also be the basis for any purchase order or cooperative agreement developed to transfer the funds from the NPS to the partner.

A signature line is provided at the bottom of the detailed budget. This signature is your commitment to the **complete project proposal** and your assurance as to the costs.

Supporting Materials: For some projects these may be needed. For example, if there are already detailed plans for a proposed site development project, then inclusion of these in the proposal would allow reviewers to assess the quality of the plan, accessibility for visitors with disabilities, adequacy of design, and other factors. Letters from potential donors who will provide matching funds if the project is selected for CCSP could also help. If grant funds have been obtained for the project from other agencies or organizations, a copy of that grant application could help.

The Bureaucracy

Qualifications

Any individual, organization, agency, or business that receives federal money must be registered on the U.S. Government Central Contractor Registry. In order to do this, a DUNS number, from Dun and Bradstreet is required. A benefit of this, is that payments from the government can be made electronically directly into a partner's bank account. This results in much speedier reimbursements than in the past.

To get a DUNS number, go to the Dun and Bradstreet web page at www.dnb.com/us/. At the lower left, under D&B Resources you will see a link to the page where you can apply for the DUNS number.

Once you have your DUNS number, you can begin the process of registering at the Central Contractor Registry at www.ccr.gov.

Agreements

If CCSP funds are transferred to a partner, a Cooperative Agreement must be used.

In general, a cooperative agreement is used when (1) the principal purpose of the agreement is to provide financial assistance to the partner in order to support or stimulate a public purpose authorized by Congress; **and** (2) there is substantial NPS involvement during the project.

Again, we would like to remind you that Challenge Cost-Share Program funds are not a grant. The National Trails System – Santa Fe will be working closely with you to complete the project. In some cases, it may be easier for the National Park Service to expend the Challenge Cost-Share funds directly without giving them to a partner.

Other Forms

You may receive a number of forms along with a cooperative agreement or purchase order to meet Cooperative Agreement or other purchase regulations. Some of these forms may need to be filled out and returned immediately and others are for later use. When you get the documents, call, and we will guide you through. If you fail to return certain documents the project funding could be lost. **When you get the completed Cooperative Agreement or Purchase order, it is important to read everything and return the appropriate forms completely filled out and, if necessary, with the appropriate signatures.**

Why All The Paperwork?

Challenge Cost-Share funds are monies provided by Congress to the National Park Service for a specific purpose. Congress requires that the NPS handle the money in accordance with law and policy. All of the various forms have been developed to meet specific requirements of the laws.

While these forms may seem formidable and confusing, keep in mind that you are not expected to be the experts. We have the expertise to help you complete any of the necessary paperwork. Don't try to figure it out, call first and discuss it with us. We may not know all the answers, but we know who to call.

Whether the funds are provided by Cooperative Agreement or Purchase Order, remember that you are assuming responsibility to ensure that the money is spent in accordance with the scope of work and all applicable federal law.

Getting Started

When can the project work start?

Partners should refrain from taking actions toward completion of the project until the agreement is signed. **In general, expenditures of cash or in-kind services that are completed before the signing of the cooperative agreement cannot be counted as matching funds for the project.**

It will take a while before the agreement is final. This is how cooperative agreements generally come into being. First, we receive the proposal form from you. Then, we will review the forms, and, if necessary, contact you to clarify information. Next, we evaluate and prioritize the projects. If we decide to fund a project, we must develop a cooperative agreement and do a purchase request in our budget system. This is then submitted to our contracting office. They must review the documents to ensure that they are correct. The cooperative agreement is then sent to the local office of the Department of the Interior Solicitor for review to be sure that everything that is proposed meets federal law. The solicitor has 30 days to respond. The contracting office will then send the agreement to you. You return the cooperative agreement to the contracting office, where it is signed and then sent to us for our signature. A completed agreement will be returned to you, and then the project can begin.

Don't start your share of the project until we are all ready!

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Remember that you are assuming responsibility to ensure that the money is spent in accordance with the scope of work and all applicable federal law.

How do we get the money?

We are not allowed to provide advance funds to a partner. You will have to be able to make necessary payments for the project and then request a reimbursement from us. We can help you fill out the forms for requesting reimbursement.

Cooperative agreements have a maximum term of 5 years. Most projects are completed in much less time than that. However, after 5 years any money set aside by the government for a project will no longer be available. In other words, the project must be completed and the funding must be requested from the government before the end of the 5 year period.

Project Completion/Status Form

Upon completion of projects, a Project Completion Form (Attached) must be submitted to the National Trails System – Santa Fe, who then has to send it to the NPS Regional Office's CCSP Coordinator and to the National Park Service CCSP Coordinator in Washington. The form is intended to show that funds were accounted for and spent for planned results.

The Project Completion Form also provides information to help the National Park Service and trail offices to publicize their programs and allows the NPS to provide information about the program.

If a project is not completed at the end of the Fiscal Year in which the funds have been made available (Federal fiscal years end on September 30), then the Project Completion/Status Form should be completed by the partner to document how much of the project has been completed, what remains to be completed, and how much money has been spent. There may be other interim reports required in conjunction with cooperative agreements.

NOTE: The signatures of the Partner Project Manager and the NPS Superintendent/Program Chief on the Completion Form means that these persons attest that all project work has been accomplished in a manner consistent with the CCSP Proposal and award agreement.

Instructions for the Project Proposal Form

Background

This form provides the information needed to evaluate the project for eligibility, and to establish the need and priority for the project. It also provides the information we need to develop a cooperative agreement or scope of work for a purchase order. In the following sections, we will go through and explain the proposal form. Each section of the form is numbered. Please read the *Guidelines and Procedures* before filling out this form

1. Project Name

You can provide any name you want, but a short descriptive title is best. Some examples would be: Site development and wayside exhibit for Autograph Rock, Oklahoma; Museum exhibits for the Tennessee River Museum, Savannah, Tennessee; Preservation Maintenance for the Seth Hays Home, Council Grove, Kansas; or Trail of Tears Route Research.

2. Partner Information

We need to know who is the official who is responsible for signing the form, signing cooperative agreements, etc. The official responsible for fiscal matters would be the person we would contact regarding payments, spending receipts, audits, or similar. If there are others who have fiscal or decision authority, then this should be provided in a letter or elsewhere on the form. We need to know everyone who has authority to make decisions regarding the project and what level of authority they have. We also need to know who will be the project manager for the partner.

3. Trail Information

We have completed most of this section. You only need to put in the trail name.

4. Funding Amounts

Put in the totals for each category. These should match the totals on the Detailed Budget. Other Federal Contributions means any federal funds being used for the project other than the Challenge Cost-Share Program funds. Only **non-Federal** money and services can be consider part of your matching funds.

5. Schedule Summary

When do you estimate the project will start and when will it end? Talk to us about this. Except in extreme circumstances it will be quite some time, maybe several months, from when you send us the completed form and an agreement or purchase order is done and the project can start.

6. Project Summary

Provide a brief description of the project here. This should demonstrate how the project supports the goals and objectives of the national historic trail based upon the Comprehensive Management and Use Plan. An additional page may be used if needed, but try to keep it short. You can also refer here to any supporting materials you submit, such as previous plans, other grant applications for the same project, and so forth.

7. Project Description

This is an important section and for many projects there is not sufficient space on the form for all the information requested. This section is important to the development of a scope of work for a cooperative agreement or contract. Please list the stages of the project, the expected schedule (beginning and end dates) for each stage, and any products that will be produced at each stage. Be realistic in your schedule estimates. Our experience has shown that partnership projects always take longer than one might think.

8. Partner/NPS Roles and Responsibilities

Provide a listing of who will be working on the project and what they will be doing. Identify the expertise of participants and explain how this will allow the project to be completed. Identify who will be responsible for each stage/product from the project. Also, include here what the extent of the NPS role is expected to be. To do this, you need to discuss the project with us first.

Keep in mind that CCSP is not a grant but funding for joint projects. If a cooperative agreement is used, we need to clearly identify what the partner(s) will do and what the NPS' substantial involvement is. If the project is selected for funding we must have this information for the cooperative agreement. We can help you with appropriate wording. The basic idea is that the NPS will be an equal partner in all phases of the planning and carrying out of the project.

9. Products/Audience

In this section you need to identify and briefly describe what the project will produce when complete. This could be exhibits, reports, audio-visual programs, a meeting, a site development, and so forth. Provide details where appropriate, such as number of people trained, number of publications distributed, number of exhibits completed, etc.

Also provide here who will be the target audience for the project, for example, trailwide visitors, site visitors, historians, high school students, and so forth.

10. Partner Assurance

This one is easy. It is already completed for you. This is simply a statement that you promise to provide appropriate credit to the National Park Service for providing the funding. (See page 7 in the Guidelines and Procedures document for more information.) A signature line for the entire proposal is on the budget form.

Guidance for the Detailed Budget

Background

Please call and discuss this section. This is the most confusing part of the project proposal. We can help you identify in-kind services and establish values that will count as part of your match.

The purpose of the Detailed Budget is to show a breakdown of exactly how you are going to spend the money (both federal and non-federal), and/or how you are calculating the value of in-kind services. You must clearly differentiate between the federal and non-federal funding.

In the next few pages we will give you guidance and examples of how to present information and calculations of estimated project costs under each budget category, and to complete the Budget Summary. This detail allows reviewers to verify that budget costs are reasonable, necessary, and allowable; and highlights unallowable costs, such as regular park employee salaries or wages. The totals of each category are entered on the Budget Summary, as shown in these examples.

If a project is funded, the Detailed Budget, together with the other information provided in the Proposal, will become part of the funding agreement.

Show your calculations for each item of cost. Be sure to clearly separate your (partner) share from the National Park Service share. You can also include any other federal funds or services from other federal agencies, which are contributing personnel or other resources to the project, but these cannot be counted as part of your matching share.

Sometimes you may not be sure what category a particular cost belongs to. The best solution is to itemize all your costs and then give us a call. We can help you organize the information on the Proposal.

Indirect Costs:

These are general costs that are incurred which cannot be identified readily with the particular project. Typical examples of indirect costs are the salaries of executive officers, the cost of operating and maintaining facilities, local telephone service, and accounting services. For example, if the historical society offices in our sample budget are used by the contract archeologist, a portion of local phone costs, utilities, building maintenance, are being used to support his/her use but only actual costs, such as his long distance charges, can be reimbursed.

Indirect costs cannot be paid out of CCSP funds, unless the partner has an existing Federal agency-approved indirect cost-rate agreement. As we don't have any such agreements for the National Historic Trails, indirect costs should not be paid from CCSP funds. However, indirect costs can, in some circumstances, be used as part of the non-Federal match. Our hypothetical example does not include indirect costs.

Detailed Budget Example

We have created a hypothetical project. This project will involve archeological investigations of a trail site that is mostly on a private ranch but extends into a national forest. The project is being coordinated by the county historical society and they will provide a project coordinator, who is the paid director of the society, secretarial assistance, office space, volunteers, photocopying machine, and other services. A local construction company is donating the use of a backhoe and operator for the project. The project will also require special remote sensing equipment rental. The USDA Forest Service will provide an archeologist to assist with the project, but the historical society will have to hire an archeologist on contract to do the investigations at the site. Here is the Detailed Budget with an explanation for this project. Following these pages will be an example of the actual Detailed Budget and the Budget Summary that would be included in the Challenge Cost-Share Proposal.

Personnel: This category identifies salaries and wages of people assigned to the project that you are paying directly. If you are hiring someone from the outside for whom you are paying a fee, such as an archeologist, then that cost should be considered a consultant. List personnel by job title and show method of computation, and total.

Partner Share

Project Director, \$30,000/year x 6 mo. x 50% of time.....	\$ 7,500
Secretary (volunteer) 20 hrs./wk x 20 wks. @ \$10.00/hr.....	\$ 4,000
Volunteers (archeological) 6 @ 120 hours x \$12.00/hr.....	\$ 8,640

Other Federal (non-cost sharing) Contribution

USDA Forest Service Archeologist 100 hrs.@ \$22.16/hr.....	\$ 2,216
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Explanation: The project director is paid by the historical society. She will be spending about half of her time on this project over a 6 month period. The society secretary is a volunteer. She will be working on typing up reports, forms, and other materials, running errands, and doing other work to help the project. Secretaries in the area of the project with comparable experience and responsibilities earn \$10 per hour. The society has recruited 6 volunteers who have experience with archeological investigations. If you had to hire people to do similar work, they would have to be paid \$12/hour. The Forest Service archeologist will be providing consultation to the project and will sometimes help at the site. He normally earns \$22.16/hr. His salary is federal money from the Forest Service's budget that is being spent toward the project, but cannot count as a match.

Fringe Benefits: This category lists fringe benefits on portions of salary assigned to partner's staff assigned to the project, such as social security, employee health insurance, etc.

Partner Share

Project Director (8% of salary).....	\$ 600
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Other Federal (non-cost sharing) Contribution

USDA Forest Service archeologist (12% of salary).....	\$ 266
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Explanation: Fringe benefits paid for the salaried employees are paid by the society or the Forest Service at a specific rate. This is addition funds that are being spent on the project.

Consultant Fees: This category covers fees and travel costs for consultants/experts. Principal investigators who are not on partner's staff are considered consultants. Include, as appropriate: 1) the name (if known) and type of consultant; 2) rate of compensation (daily or hourly rate or fixed price contract amount); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs).

You should not enter into contracts or agreements related to a Challenge Cost-Share project until we have had a chance to discuss with you the terms of the contract, the hiring process, and the potential consultant(s) to be hired. In most cases, **consultant services must be obtained through a competitive bidding process.**

National Park Service Share

Archeologist (fixed rate contract).....	\$20,000
Remote Sensing Specialist 2 days @ \$250/day.....	\$ 500

Explanation: The archeologist will be hired to carry out the project. The remote sensing specialist must be hired to operate the ground penetrating radar equipment.

Travel and Per Diem: Detail local travel and out-of-town travel (travel requiring per diem) for staff, not consultants' travel. A consultant's travel would be part of the contract with that person and would not be included here. For air travel, list the cost of coach-class tickets only. Paying for first-class seats will not be allowed. Per diem rates (lodging, meals, etc.) may not exceed Federal cost limits except for a university or local government with a written travel policy. Specify titles of person(s) traveling, purpose of the trip, how many people will be taking each trip; 2) how many days each person will be traveling; 3) the total subsistence (meals and lodging); and 4) transportation costs such as airfare or mileage at 25 cents per mile for vehicles. Separate estimated local travel as shown.

Partner Share

Project Director POV 300 mi. x\$.31/mi.....	\$ 93
Volunteers (travel to site) POV 500 miles \$.31/mi.....	\$ 155
Meals 6 x 20 days x \$15.00/day.....	\$ 1,800
Camping 2 sites/20 nights @ \$10/night.....	\$ 400

Explanation: The project director lives at home and will be driving back and forth to the work site in his personal vehicle (POV). The volunteers live too far away to drive to the site every day, so they will be camping at the site. The \$15 per day for food is an estimate of what they are spending for food each day. There is a nearby campground that charges \$10/night for a tent campsite with no amenities. However, you are going to allow the volunteers to camp at the work site, thus the equivalent value of the campsite being provided can be counted as donated services.

Supplies and Materials: Provide a general description or identify consumable items and expendable equipment costing less than \$500 or have an estimated useful life of less than 2 years.

National Park Service Share

General office supplies.....	\$ 400
Computer diskettes \$20/box x 10 boxes.....	\$ 200

Explanation: These are supplies that will be directly used on the project. The society will have to purchase them.

Equipment: Itemize equipment needs for the project. Equipment is defined as non-expendable property having a useful life of more than 2 years, and an acquisition cost of more than \$500 per unit. Other items would be considered supplies. In some cases, federal regulations may require that equipment purchased with government funds becomes the property of the government. Specify which equipment will be purchased and which rented or leased. If equipment is to be purchased, show on an attached page that the purchase will be less expensive than rental.

Partner Share

Backhoe/operator (donation) 20 hrs.@\$100/hr.....	\$ 2,000
Camping equipment (donation) 120 person nights @\$5.....	\$ 600

National Park Service Share

Ground Penetrating Radar rental 2 days @\$1,250/day.....	\$ 2,500
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Explanation: The local construction company is donating the backhoe and operator for 2 days. This company normally charges \$100/day for this. If you had to rent camping equipment at the local sporting goods store, they would charge you \$5/night per person for tents, sleeping bags, pads, camp stoves, etc. There are six people who will camp for a total of 20 nights each. The ground penetrating radar is a specialized piece of equipment that must be rented.

Construction/Fabrication/Preservation: There are some specific federal laws that govern construction projects. Construction refers to actually building something. Cost-share funds can be used for small construction projects, such as walkways, outdoor kiosks or historic structure preservation, but we would not fund most "bricks and mortar" projects such as building a museum or a reconstruction of a historic structure.

We will also use this category for costs for exhibit fabrication or rehabilitation, film production, etc. and for other "construction like" projects, such as painting or re-roofing a historic building, etc.

Projects in this category will usually be done through contracts. Our hypothetical example does not include any construction, fabrication, or preservation projects.

Other: List other necessary direct cost items that do not fit logically elsewhere. This category includes postage, printing, computer use charges, equipment rentals, telephone, postage, printing or

photocopying, space rental costs, etc. "Miscellaneous," "overhead," and "contingency" are not acceptable budget items.

For printing/photocopying, specify the purpose of each cost.

Contributed space costs should be based on square footage and number of staff assigned to the project.

Rent paid must be comparable to prevailing local area rents. If the partner or a non-federal contributor owns the facility used by the project, occupancy cost is limited to depreciation or a use allowance based on the purchase price of the building.

Partner Share

Office space (2 x offices x 6 mo. x 1/2 time @\$600/mo.).....	\$ 3,600
Long Distance phone calls.....	\$ 200
Photocopy, 500 copies @ \$.06/copy.....	\$ 30

National Park Service Share

Duplication of survey data forms, 300 forms @ \$1/copy.....	\$ 300
Printing final report 25 copies @\$10/copy.....	\$ 500

Explanation: The society will provide office space for the use of the archeologist and others working on the project. Equivalent size offices in the area rent for about \$600 per month. The project director, archeologist and others will need to make long distance calls for a variety of purposes using the society's phones, and will also be using the society's copy machine. Duplication of specialized survey forms for the project and the printing of the final report will be paid from the CCSP funds.

A RECOMMENDATION

After completing budget items, it is suggested that all project partners examine and compare the budget items in relation to the chronological outline of major activities and tasks in the Proposal. This review should ensure that for all major activities and tasks described in the Proposal:

1. personnel and other costs clearly and directly relate to the described activities and tasks;
2. necessary costs appear in the budget and are explained clearly in the Detailed Budget or an attached page; and
3. budget items are clearly calculated so a reviewer can verify if the costs are allowable, relevant to the project, and reasonable.
4. the budget page is signed and dated.

Don't forget to attach the budget page to the proposal form.

CCSP PROPOSAL - Detailed Budget (example)
(use additional pages as needed)

Project Name or Title: National Historic Trail site archeological survey

Partner Share

Personnel

Project Director, \$30,000/year x 6 mo. x 50% of time.....	\$ 7,500
Secretary (volunteer) 20 hrs./wk. x 20 wks. @ \$10.00/hr.....	\$ 4,000
Volunteers (archeological assistants).....	\$ 8,640
6 @ 120 hrs. x \$12.00/hr	
Subtotal.....	\$ 20,140

Fringe Benefits

Project Director (8% of salary).....	\$ 600
Subtotal.....	\$ 600

Travel

Project Director (POV) 300 mi. x\$.31/mi).....	\$ 93
Volunteers (travel to project site).....	\$ 155
POV 500 mi. \$.31/mi.	
Meals 6 x 20 days x \$15.00/day.....	\$ 1,800
Camping 2 sites/20 nights @ \$10/night.....	\$ 400
Subtotal.....	\$ 2,200

Equipment

Backhoe/operator rental (donation) 20 hrs.@\$100/hr.....	\$ 2,000
Camping equipment rental (donation).....	\$ 600
6 people/20 nights @ 5/night	
Subtotal.....	\$ 2,600

Other

Office space (2 x offices x 6 mo. x 1/2 time @\$600/mo.).....	\$ 3,600
Long Distance phone calls.....	\$ 200
Photocopy 500 copies @ \$.06/copy.....	\$ 30
Subtotal.....	\$ 3,830

Subtotal Partner Share (55%).....\$29,618

National Park Service Share

Equipment

Ground Penetrating Radar rental 2 days @\$1,250/day.....\$ 2,500
Subtotal.....\$ 2,500

Supplies

General office supplies.....\$ 400
Computer diskettes \$20/box x 10.....\$ 200
Subtotal.....\$ 600

Consultants

Archeologist (fixed rate contract).....\$20,000
Remote Sensing specialist 2 days @ \$250/day.....\$ 500
Subtotal.....\$20,500

Other

Duplication of survey data forms, 300 forms @ \$1/copy.....\$ 300
Printing final report 25 copies @\$10/copy.....\$ 500
Subtotal.....\$ 800

Subtotal National Park Service (CCSP) Share (45%).....\$24,400

Project Total.....\$54,018

Other Federal (non-cost sharing) Contribution

USDA Forest Service Archeologist 100 hrs.@ \$22.16/hr.....\$ 2,216
USDA Forest Service archeologist (12% of salary).....\$ 266

Other Federal partner contribution.....\$ 2,482

Partner Project Manager

Date

**FY 2006
National Park Service
Challenge Cost Share Program
National Trails System – Santa Fe**

Project Proposal

<p>1. Project Name: _____</p>	<p>3. Trail: Address: <u>P.O. Box 728</u> <u>Santa Fe, New Mexico 87504-0728</u> NPS Project Contact: _____ Telephone: _____ Email: _____</p>
<p>2. Partner Authorized Official</p> <p>_____</p> <p>Title/Position: _____</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Phone No.: _____</p> <p>Fax No.: _____</p> <p>Partner fiscal officer: _____</p> <p>Partner project manager: _____</p>	<p>4. CCSP Share</p> <p>\$ _____</p> <p>Partner Share</p> <p>\$ _____</p> <p>Other Federal Contributions</p> <p>\$ _____</p>
<p>5. Estimated Start Date: _____</p> <p>Expected End Date: _____</p>	
<p>6. Project Summary: Concisely describe the most important elements in this space or on an attached page. Specify planned objectives, major actions, and measurable results. Specify how project addresses critical resource threats and/or unmet public needs.</p>	

CCSP PROPOSAL (Continued)

7. **Project Description:** (a) Outline the specific tasks needed to complete the project. (b) Provide a schedule with proposed beginning and end dates, for each activity.

-
8. **Partner/NPS Roles and Responsibilities:** Explain who will be working on the project and what they will be doing. Identify participants with specific expertise needed to complete the project.

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9. **Products/Audience:** Describe the tangible, measurable results or product(s) that will be in place at the end of the project with this funding. Identify the target audience for the project. Give numbers, if possible, for results and audiences.

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10. **Partner Assurance:**

I (We) agree to provide credit to the National Park Service and the Challenge Cost Share Program in signs, news releases, film, published materials, or other products developed under this funding.

CCSP PROPOSAL - Detailed Budget
(use additional pages as needed)

Project Name or Title: _____

Partner Project Manager

Date